

Financial and Program Auditor

Administration

Mission

Working under the guidance and direction of the Audit Committee, the Financial and Program Auditor provides an independent means for determining the manner in which policies, programs and resources authorized by the Board of Supervisors are being deployed by management and whether they are consistent with the intent of the Board and in compliance with all appropriate statutes, ordinances and directives.

Focus

This two-member agency, comprised of the Director and a Management Analyst II, plans, designs and conducts audits, surveys, evaluations and investigations of County agencies as assigned by the Board of Supervisors or the Audit Committee acting on behalf of the Board of Supervisors. The Financial and Program Auditor works apart from the Office of Internal Audit which focuses on day-to-day administration of the County as requested by the County Executive. In addition, the Financial and Program Auditor operates the Fairfax County Government Audit Hotline, which was established by the Board of Supervisors to obtain citizen comments and suggestions for improving County programs and services.


THINKING STRATEGICALLY

Strategic issues for the Department include:


- o Continue to positively respond to, and reinforce, the Audit Committee's goal of effective and efficient resource utilization by County agencies.

For each audit it conducts, the agency focuses primarily on the County's Corporate Stewardship. The agency does this by developing, whenever possible, information during its audits that can be used to increase County revenues or reduce County expenditures.

New Initiatives and Recent Accomplishments in Support of the Fairfax County Vision

 Exercising Corporate Stewardship	Recent Success	FY 2006 Initiative	Cost Center
The Office of the Financial and Program Auditor, during its review of future construction escrows, determined that 29 escrow payments for \$1.6 million being held for developers as future construction money was actually proffer money for road improvements, traffic signals, bus shelters, traffic calming and pedestrian crosswalks on public streets. As such, these funds belonged to the County's Department of Transportation. The money was distributed to Fund 303, County Construction in FY 2004.	☑		Agencywide

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 Exercising Corporate Stewardship	Recent Success	FY 2006 Initiative	Cost Center
Reviewed the actions of County staff, at the Audit Committee's request, with regard to improvements made to property located along the Thomas J. Stockton Parkway and determined that staff had handled complaints about the property properly.	<input checked="" type="checkbox"/>		Agencywide
After initial work by the Office of Financial and Program Auditor, the Board of Supervisors requested a thorough review of policies and practices regarding the County's vehicle fleet, including a review of the size of the current fleet with additional analysis on under-utilized vehicles. This analysis was conducted by the Dept. of Vehicle Services and the Dept. of Management and Budget between June 2004 and January 2005, and resulted in a net reduction to the fleet of 100 vehicles. One-time savings of approximately \$1.2 million resulted from the contraction of these vehicles, in addition to annual savings of approximately \$250,000 due to reduced agency billings for maintenance and replacement requirements.	<input checked="" type="checkbox"/>		Agencywide
Worked with County staff to revise the County travel policy. The new policy requires County travelers to use the same lodging rates used by Federal and State travelers, and establishes criteria for justification of travel.	<input checked="" type="checkbox"/>		Agencywide
Review the Value Engineering studies undertaken by the County, concentrating on those where less than 50 percent of the study recommendations were adopted to determine if the rejections of the unaccepted recommendations were reasonable and appropriate.		<input checked="" type="checkbox"/>	Agencywide
As a result of the Agency's review of grant reimbursement practices, additional interest income of approximately \$0.1 million was generated by expediting grant reimbursement requests by three County departments.	<input checked="" type="checkbox"/>		Agencywide

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Budget and Staff Resources



Agency Summary				
Category	FY 2004 Actual	FY 2005 Adopted Budget Plan	FY 2005 Revised Budget Plan	FY 2006 Advertised Budget Plan
Authorized Positions/Staff Years				
Exempt	2/ 2	2/ 2	2/ 2	2/ 2
Expenditures:				
Personnel Services	\$172,715	\$193,915	\$193,915	\$201,265
Operating Expenses	3,877	7,978	10,378	14,586
Capital Equipment	0	0	0	0
Total Expenditures	\$176,592	\$201,893	\$204,293	\$215,851

Position Summary	
1 Auditor, E	1 Management Analyst II, E
TOTAL EXEMPT POSITIONS	
2 Positions / 2.0 Staff Years	E Denotes Exempt Positions

FY 2006 Funding Adjustments

The following funding adjustments from the FY 2005 Revised Budget Plan are necessary to support the FY 2006 program:

- ◆ **Employee Compensation** **\$7,350**
An increase of \$7,350 is associated with salary adjustments necessary to support the County's compensation program.
- ◆ **Operating Expenses** **\$4,208**
A net increase of \$4,208 due to an increase of \$6,308 for Information Technology charges based on the agency's historic usage; an increase of \$300 in PC replacement charges based on an increase in the annual contribution for PC replacement by \$100 per PC, from \$400 to \$500; and a decrease of \$2,400 due to the carryover of one-time expenses as part of the FY 2004 Carryover Review.

Changes to FY 2005 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2005 Revised Budget Plan since passage of the FY 2005 Adopted Budget Plan. Included are all adjustments made as part of the FY 2004 Carryover Review and all other approved changes through December 31, 2004:

- ◆ **Carryover Adjustments** **\$2,400**
As part of the FY 2004 Carryover Review, an increase of \$2,400 was due to encumbered carryover.

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Key Performance Measures

Objectives

- ◆ To review County agency operations to identify opportunities for savings and/or more efficient and effective operations, and achieve agreement with agency directors on implementing at least 90 percent of recommended improvements.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2002 Actual	FY 2003 Actual	FY 2004 Estimate/Actual	FY 2005	FY 2006
Output:					
Audit reports issued to the BOS	4	4	5 / 5	4	4
Efficiency:					
Savings achieved as a percent of the agency's budget (1)	334%	151%	200% / 60%	200%	200%
Service Quality:					
Percent of audit reports completed on time	100%	100%	100% / 100%	100%	100%
Outcome:					
Percent of recommended improvements in operations accepted and implemented by County agencies	100%	100%	90% / 100%	90%	90%

(1) Savings achieved will vary based on the type of audits undertaken and conditions found. Audits are initiated under the direction of the Audit Committee of the Board of Supervisors. FY 2004 savings calculation does not include \$1.6 million that the Office of the Financial and Program Auditor found being held erroneously in an escrow account for developers. It was determined that the money belonged to the County's Transportation Department, and the \$1.6 million was transferred to the Transportation Department in FY 2004.

Performance Measurement Results

This agency performs audits to identify and implement cost-saving recommendations. Audits are initiated under the direction of the Audit Committee of the Board of Supervisors. Savings achieved will vary based on the type of audits undertaken and conditions found. In FY 2006, the Financial and Program Auditor has identified a target of at least 90 percent acceptance of audit recommendations by County agencies which are projected to result in savings equal to or in excess of twice the agency's annual operating budget of \$215,851.